

MINOR SUBDIVISION SURVEY SUBMITTAL REQUIREMENTS

(3) Blueprints Required at Initial Submittal

Minor Subdivision Surveys must include a "Title Block" containing the following information:

Name and Address of Property Owner (s)	<input type="checkbox"/>
Name, Address, and Phone Number of Contact Person	<input type="checkbox"/>
Name of Subdivision	<input type="checkbox"/>
Location of Project, Address and a Vicinity Map	<input type="checkbox"/>
Name of Design Professional	<input type="checkbox"/>
Design Professional Seal and Signature	<input type="checkbox"/>
Scale: Between 1 inch = 10 ft. and 1 inch = 50 ft	<input type="checkbox"/>
North Arrow	<input type="checkbox"/>
PIN Numbers	<input type="checkbox"/>
Date of Drawing	<input type="checkbox"/>
Subsequent Revision Date	<input type="checkbox"/>
Zoning District	<input type="checkbox"/>
Size of Property in Acres (or Square Feet if Less than one acre)	<input type="checkbox"/>
Deed Reference for Property	<input type="checkbox"/>
Surveyors Certificate Stating Plat was Drawn from a Survey	<input type="checkbox"/>

The Minor Subdivision Survey must include the following:

Lot Lines with Data on Location and Bearings of all Boundaries and Lines (Linear Measurements to 1/100 Feet and Angles Measured to Minutes)	<input type="checkbox"/>
Show entire parent property boundary	<input type="checkbox"/>
Show Numbered Lots with Acreage (Square Footage for lots with Less than one acre)	<input type="checkbox"/>
Provide topographic lines at 5' intervals and the average slope of the natural terrain if all or any portion of the lot is at or above an elevation of 2220'	<input type="checkbox"/>
Provide Flood Classification and Flood Zones by delineation	<input type="checkbox"/>
Show Adjoining Property Owners and Property Lines	<input type="checkbox"/>
Show all <u>Existing</u> Structures	<input type="checkbox"/>
Show all Existing Railroads and Bridges	<input type="checkbox"/>
Show Required Setbacks: Note and Dimension any Encroachments	<input type="checkbox"/>
Show and Dimension all Rights-of Way	<input type="checkbox"/>
Show <u>Existing</u> and <u>Proposed</u> Easements; Label and Dimension	<input type="checkbox"/>
Note any <u>Existing</u> and <u>Proposed</u> Encroachments into Setbacks, Public Rights-of-Way, and Easements.	<input type="checkbox"/>
Show <u>Existing</u> Streets and Driveways (Note if any are not to be used)	<input type="checkbox"/>
Show and Indicate Locations of Nearest Fire Hydrants	<input type="checkbox"/>
Show <u>Existing</u> Water Lines, Sewer Lines and other Utilities	<input type="checkbox"/>
Verification of Water and Sewer Availability	<input type="checkbox"/>
(Refer to Process for Minor, Exempt, and Family Subdivision Attachment)	

**Checklist and Plans are to be submitted to the City of Asheville, Planning and Development
Department located at City Hall Building, 5th Floor, Asheville, NC, 28802**



CITY OF ASHEVILLE SUBDIVISION APPLICATION FORM

Planning and Development Department, PO Box 7148, Asheville, NC 28802, (828) 259-5830

☐ Major Subdivision ☐ Subdivision Modification ☐ Minor Subdivision ☐ Recombination

APPLICATION DATE _____ ZONING DISTRICT _____ (Area of Town) N S E W C

SUBDIVISION/OWNER NAME _____

PROPERTY LOCATION/STREET _____

PIN _____ DEED BOOK / PAGE _____

ORIGINAL TRACT SIZE _____ SQ FT/ACRE TOTAL # OF PROPOSED LOTS _____

SUBDIVISION TYPE / DESCRIPTION

☐ RESIDENTIAL _____ ☐ COMMERCIAL _____
☐ INDUSTRIAL _____ ☐ OTHER _____
☐ MODIFICATION REQUEST _____

OWNER NAME _____ PHONE _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

REGISTERED SURVEYOR _____ PHONE _____ FAX _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

I certify that the above information is accurate and true and that I am the owner or a duly appointed agent of the owner. I understand that a copy of the recorded plat (minor and exempt subdivisions) or approved final plat (major subdivisions) must be submitted to the Planning and Development Department prior to the issuance of any permits associated with this subdivision.

SIGNATURE OF APPLICANT _____

DATE _____

FOR OFFICE USE ONLY

FEE \$ _____ DATE PAID _____ METHOD _____

HTE PROJECT NUMBER _____ ENTRY BY _____ DATE: _____

COPIES TO: ☐ WATER _____ ☐ MSD _____

☐ PRELIMINARY PLAT APPROVAL ☐ FINAL PLAT APPROVAL / DATE _____

☐ WITH CONDITIONS (Attached)

SIGNATURE OF REVIEWER _____

DATE _____



MINOR AND EXEMPT SUBDIVISIONS
SEWER AVAILABILITY SIGN-OFF

The City of Asheville Planning and Development Department requires developers requesting approvals on minor and exempt subdivisions to have initial sign-off from the Metropolitan Sewage District. This is to determine the availability of service for the proposed residential (or commercial) lots prior to approval of the minor or exempt subdivision plat.

Sign-off forms can be mailed or hand delivered to the Metropolitan Sewage District office (located at 2028 Riverside Drive), along with one copy of the proposed subdivision plat, to the attention: Kay Farlow. She may also be contacted at (828) 254-9646. A signed copy of this form is required to be submitted to the Planning and Development Department prior to approval of the plat.

Please provide the following information:

Parent PIN # _____

Street Name/Address: _____

Total number of proposed lots: _____

Owner: _____

METROPOLITAN SEWAGE DISTRICT

This is to verify that the proposed minor or exempt subdivision:

☐ Can be provided with adequate sewer service provided the owner submits a completed application for public sewer service / wastewater allocation.

Additional Information: _____

☐ This lot is served by a private septic service.

Explanation: _____

☐ Sewer service is not available at this site.

Explanation: _____

MSD Representative

Date

City of Asheville Planning and Development (828) 259-5831

FAX Completed Sign-off Form to: (828) 251-4788